

Shire of Kojonup Briefing Session – 7 March 2017

Record of Meeting (9:00am – 2:15pm)

Attendance: Shire President (9:35am – 10:55am, 12:35pm – 1:00pm) and Councillors: Mathwin, Pedler (from 11:15am), Radford, Warland, Sexton & Pritchard

Officers: RO (9:00am - 10:00am), CEO (from 10:04am), CDO (10:00am – 11:00am) R/AO (10:45am – 12:15am), MRS (11:35am – 12:50pm) & MWS (from 12:55pm)

Guests: Nil

Apologies: Cr Hobbs, Anthony Middleton – Manager Corporate Services & Crissie Coldwell – Finance Officer

DECLARATIONS OF INTEREST

Nil

CONCEPT/AGENDA FORUM

Time Slot	Item	Response / Action
9:00am – 10:00am	iPad Training	<p>The Records Officer held an informal Question & Answer iPad Session with Councillors.</p> <ul style="list-style-type: none">• A few concerns were raised regarding Committee Minutes appearing in Councillors inboxes but not being loaded to Docs on Tap. RO stated that this is an administrative problem and not an iPad device issue.• Councillors expressed their desire to be able to print from their iPads at home. RO explained that affordable wireless printers can be purchased to allow them to do this.• Councillors learnt how to:<ul style="list-style-type: none">➤ Update their iPads to the most current version of software and all iPads in the room were then updated whilst connected to Wi-Fi.➤ Move icons from screen to screen or to the bottom bar which stays no matter which screen you are on.➤ Update their Apps via the App Store.➤ “Reply All” in their emails.

Shire of Kojonup Briefing Session – 7 March 2017

		➤ Download apps such as Google and Google Maps.
10:00am – 10:45am	The Community Development Officer to provide an update to Council	<p>The Community Development Officer provided an update to Councilors on a few achievements so far:</p> <ul style="list-style-type: none"> • CSRFF Grant obtained • Securing x2 Country Arts WA shows to Kojonup in 2017 • Initiating and bringing Coder Dojo (youth computer coding education program) to town • Recent recipient of Volunteer WA grant \$1,000 • Getting Amity Health and other early childhood agencies/network representatives to meet in Kojonup every 2 months to discuss local early childhood issues • Play in the Park assistance/help for Lorreen • Town specific Kidsafe signage • Funding assistance to various groups x5 • Christmas Project success. Will build on this for 2017 • Local Government week youth plans • Creation of Formal Youth Advisory Council • Now trained in Visitor Centre Servicing Duties and regularly work weekends • Successful partnership with our Landcare Officer and schools implementing the National Bird Count program, plus bush tucker and wildflower tours • Act, Belong, Commit Partnership • Great Southern Music program – Turning up the Volume
11:00am – 12:15pm	The Regulatory/Administration Officer to conduct an Emergency Planning exercise with Council	<p>The Regulatory/Administration Officer conducted an exercise with Councillors whereby various scenarios were provided to them regarding a fire commencing North of Glenlossie which subsequently jumped the Albany Highway, burnt through Myrtle Benn and headed towards the Sewerage Treatment Ponds and Industrial/Showgrounds area.</p> <p>Councillors had to list the potential consequences, impacts, planning, evacuation, communications, etc. required as a result of the incident and recovery aspects under the following headings:</p> <ul style="list-style-type: none"> • Infrastructure • Economy • People

Shire of Kojonup Briefing Session – 7 March 2017

		<ul style="list-style-type: none"> • Social • Environment and • Public <p>Councillors agreed that the exercise highlighted planning deficiencies regarding buffer protection for example: chemical fires at the Sewerage Treatment Plant (Chlorine), Transfer Recycling Station – oils, fuels, plastics, CBH & Industrial areas. The difficulty in manning and closing roads, notifying residents and motorists of danger as the fire escalates, activating possible evacuation of the Hospital, Springhaven, ILU’s if the assets could not be protected, spot fires within actual township, Communications required, fall back if prolonged periods without power and likely effect on businesses as well as council budget implications with clean up and recovery phase.</p>
12:15pm – 12:50pm	<p>The Manager Regulatory Services to provide an update to Council on:</p> <ul style="list-style-type: none"> • Swimming Pool 	<p>The Manager Regulatory Services reported that there have been two incidents relating to use of syringes in the change rooms of the swimming pool which have been reported by the Manager Jen Spriggs to him. The first incident involved the indiscriminate disposal of a syringe on the floor of the female change rooms instead of in the disposal unit provided. The major concern is that if a “user” is the mother of young children in attendance at the pool, is the parent a fit person to maintain control/supervise their children which is an important water safety rule that pool patrons need to observe. The second incident involved two male persons loitering in the male toilets who were apprehended by police and served “Move on Notices”. Used syringes were found in the rubbish bin of the male change rooms, allegedly used by the male persons moved on by the police. A procedure will be developed for incidents involving the indiscriminate disposal of syringes by pool staff to ensure they do not succumb to any needle stick injury. The police will only be notified where pool staff observe unusual behaviour by a person suspected of engaging in inappropriate activities or exhibiting unusual behaviour whilst on the pool premises.</p> <p>Steven Taylor from Prompt Safety Solutions has been engaged by Council to assist in the further development of our OSH program for</p>
	<ul style="list-style-type: none"> • Occupational Health & Safety 	

Shire of Kojonup Briefing Session – 7 March 2017

	<ul style="list-style-type: none"> • Southern Dam – Pipeline Extension • Landfill Fencing – Reno Guidi • Showgrounds Dam 	<p>Council’s workplaces including the Works Depot, Administration Office, Swimming Pool, The Kodja Place, Springhaven, Transfer/Recycle Station and Kojonup Tourist Railway. LGIS will be visiting us in March/April to undertake an assessment of workplace safety at the Works Depot, Swimming Pool and the Transfer/Recycle Station. The work that Steven Taylor has done to improve the OSH program for our respective workplaces is timely and should result in a favourable assessment by LGIS.</p> <p>Advice has been received from Dept. of Lands advising that they will prepare a Management Order for Council for the old Railway Reserve behind The Kodja Place that will enable us to access the rail corridor for installation of the proposed new water pipeline from the Southern dam to the Kodja Place and Apex park. Now that access to the rail corridor has been sorted, plans for the pipeline route can be finalised with work proposed to commence in April/May. A separate contract will be awarded for drilling a channel under Albany Highway which requires specialist equipment and a reputable Albany based contractor is available to undertake this work. This work will also require a Traffic Management Plan which will be prepared by the contractor on our behalf and submitted to MRD for approval.</p> <p>A new fence to delineate the access road to the landfill site from farmland owned by Mr Guidi is ready to be erected, including associated storm water management works to prevent silt blocking stock grids. The new fence will also prevent stock wandering onto the access road. The storm water management works also includes diverting water away from the tip entrance which is causing scouring and issues with safe access for rubbish trucks entering the landfill site. In addition to the new stock fence, a new landfill boundary fence has been installed. We are nearing the end of available space for future rubbish cells and within the next few years we will need to decide to either expand the landfill foot print or look at landfilling over used cells in 2.0 metre lifts, or a combination of both methods, dependent on costs associated with both options.</p> <p>The Manager Regulatory Services reported that he has been successful with the grant application to the Dept. of Water for refurbishment of the</p>
--	---	--

Shire of Kojonup Briefing Session – 7 March 2017

		<p>Showgrounds dam catchment and the Shire is in a position to undertake this work either in the last quarter of this financial year or the first quarter next year if budget constraints require us to withhold commencement of works until the 2017- 2018 financial year for allocation of Council's cash contribution for the project.</p>
<p>1:15pm – 1:50pm</p>	<p>The Manager Works & Services to provide an update to Council</p>	<p>The Manager Works & Services reported the following to Council:</p> <ul style="list-style-type: none"> • Replaced two wooden culverts on Carlecatup South Rd • Replaced one wooden culvert on Lower blackwood Rd • Widened and sealed 1km either side of Reids on Kojonup-Frankland Rd • Widened and sealed 1.3km of Kojonup-Darkan Rd • Resealed Kojonup-Darkan 1km either side of Tunney Road • Installed new submersible pump at showgrounds • Purchase of Can-Am ATV buggy • Grading of roads as needed • Bitumen patching of roads as needed • Weed spraying of Muradup town site • New entrance to oval work being done • Stirling Rd re-sheeting is upcoming • Forsyth St silt pits and stoning of drain • Broomehill Road sealing 2kms • Pensioner Rd upgrade - Stage 1 • Samson Rd re-sheeting. • Town road reseals • Kerbing footpaths upgrade <p>Training Undertaken:</p> <ul style="list-style-type: none"> • 2 depot crew members have completed and passed their HC license • Marina Murray has undertook Cert III in Reserve Rehabilitation. <p>Easter break dates for the Works Depot were given to Council.</p> <p>The Manager Works & Services is also seeking 3 quotes on vehicle change overs for Manager Works and Services, Manager Corporate Services and pool car 38 KO.</p>

Shire of Kojonup Briefing Session – 7 March 2017

COUNCILLOR Q & A

<p>1:50pm – 2:15pm</p>	<p>Councillor Updates <i>Opportunity for Councillors to outline meetings attended, discussions had or queries received for Councillor and Officer information.</i></p>	<p>Cr Radford:</p> <ul style="list-style-type: none">• KTR would like a sign erected in Apex Park listing Train schedules – CEO advised that matter should be discussed with MCDT as part of Council/Community Signage Policy/Branding/Marketing & Promotion.• Rail Corridor behind Kodja Place being used as a dump/camp site and also vehicle quick access by tenant at one of the properties along Broomehill-Tambellup Road. MWS to address including blocking vehicular access.• Silos at Matthews Transport – CEO advised that Town Planner has written to owner seeking clarification. <p>Cr Pritchard:</p> <ul style="list-style-type: none">• Natural Resource Management Forum held on 1 March had 20 attendees and excellent speakers. The NRM Officer is preparing report for distribution of matters discussed and approaches in relation to weed/fire management.• RSL Hall – Sub Branch request essential Hall Maintenance such as down pipes be undertaken.• Historical Society questioning \$25,000 subdivision costs for Machinery Shed Land and letter being generated to Council.• Loton Close ILU's layout very good however the solid benchtop and positioning of taps in the laundry restricts washing machines to front load type. <p>Cr Mathwin:</p> <ul style="list-style-type: none">• Reported on recent WALGA Zone meeting – copy of minutes loaded onto Councillors iPads. <p>Cr Pedler:</p> <ul style="list-style-type: none">• Can MWS address restricting vehicle access to Newstead Park as cars being able to gain access is a high risk especially when children are using the facilities.
----------------------------	--	---

Shire of Kojonup Briefing Session – 7 March 2017

		<p>Cr Sexton:</p> <ul style="list-style-type: none">• Welcomed the Emergency Planning Exercise which raised concerns regarding chlorine storage at the Sewerage Treatment Plant, Transfer Station, even used tyres at Kojonup Tyre Service catching fire causing toxic fumes and environmental damage to Kojonup Brook.• Communications – Radio Tower: the Technical Sub Committee is meeting tomorrow to progress Council resolution passed at the 21 February 2017 Council Meeting as the existing tower and access arrangements do not 'future proof' this vital infrastructure to our community.• Fire Break Order needs reviewing to address recent events at a Moberup fire where there was no requirement for a firefighting appliance to be available on the property when an excavator was operating.
--	--	--

10:45am Morning Tea

12:50pm Lunch

Info Bulletin	Circulated.	<p>Councillors to review and ask questions out of session or at the next briefing session. A copy of any question and the response will be circulated to all Councillors for information.</p>
---------------	-------------	---



Anthony Middleton
Acting Chief Executive Officer